

**JOINT CUPE 951/UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETING**

Minutes of the meeting held Thursday, September 14, 2023 at 11:30 a.m. (via Zoom)

Worker Representatives	Employer Representatives	Ex-Officio
Present:		
Nykita Downie Co-Chair *	Lynn Meyers, Co-Chair **	Jaclyn Davidson, AD, OHSE
Amy Issel	Fiona Puszka	
Heidi Neeves	(vacant Rep spot - TBC)	
Colin Newell		* Chair of Meeting (2023) ** Minutes (2023)
Regrets:		
	Trish Atchison (new Rep)	

1. Welcome

- Colin announced he will be retiring soon but will be attending meetings to end of 2023.
- Lynn announced that a new Employer representative will be joining the committee, Trish Atchison, Administrative Manager, Division of Continuing Studies (replacing Penny Waterman who retired in June 2023). Unfortunately, Trish was not able to attend the meeting today; therefore, we did not achieve quorum. *Note:*
 - As per the [Terms of Reference](#), a quorum will consist of 2 voting members each from the Union and the University; Fiona and Jaclyn are non-voting members of the committee.
 - There is still 1 Employer representative spot to fill with the retirement of Chris Smith.

2. Approval of Agenda and Minutes – Lack of Quorum

2.1 Approval of Agenda

- Could not approved due to lack of quorum.
- The meeting proceeded for informational updates re agenda items in Sections 3 and 4.

2.2 Approval of Minutes – July 13, 2023 meeting

- Could not be approved due to lack of quorum.
- The minutes will be brought forward to the October 12th meeting for approval.
- Amy noted a correction to 4.1 Incident Reports – Amy was the CUPE 951 representative who attended the incident investigation in CIVE.

3. Business Arising

3.1 Local Safety Committee (LSC) Update

Jaclyn provided the following update:



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- Committees continue to meet; they have been reminded to submit annual reports before year end.

3.2 University Safety Committee (USC) Update (August 29, 2023 meeting):

Nykita provided the following update:

- Rob Johns noted that COVID-19 signage on main doors has now largely been removed by FMGT. Digital signage will continue to include slides on disease prevention and wellness-related information, with social media for additional communication during flu season.
- Rapid test kits are still available but have an expiry date of the end of the year. The kits will continue to be distributed and made available across campus. Rob Johns continues to monitor COVID-related information and advised it is being managed like other diseases through prevention and health care.
- With the opening of Sḡéqə ʔéʔləŋ (Sngequ House) in September, Emergency Planning (EP) conducted their final walk-throughs for safety planning and fire drills, with the first fire drill with staff who work in Sḡéqə ʔéʔləŋ (Sngequ House) held August 29th. This new building includes 4 types of spaces: home to ~300 residents (RESS), 2 large conference rooms (Degrees Catering), 2 lecture halls (academic), and an Indigenous lounge.
- Students moved into all campus housing the first weekend of September with EP on site.

3.3 Personal Safety Coordinator/CSEC update

Fiona provided the following update:

- Acknowledged Colin's message of upcoming retirement.
- [Safety First Fair](#) is happening today Thursday, September 14th until 2:30 pm in front of the Library. Highlights will include the earthquake simulator, Oak Bay fire department with their ladder truck, and various information booths from across campus. It is a great opportunity to talk to different safety representatives internal and external to UVic.
- This month has proven to be a good start to the year – it is all about student orientations, presentations, and information booths.
- Fire drill season is starting up again with busy weeks scheduled for the 3rd week in September and the 1st week in October.
- Reminder to go to [Learning Central](#) for lots of different offerings this Fall.

4. Incident Reports

4.1 Monthly CUPE 951 WorkSafeBC accidents/incidents – August 2023 Report (none for July)

Jaclyn provided the following update:

- An Early Childhood Educator in the Toddler Centre reported a strain to the lower back and pain down the left leg. Time loss claim pending. Amy attended the incident investigation.
- The injury was ergonomics related, occurring while assisting to place a child down for a nap on the mat, along with an increase in diapering leading up to the injury.



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- A recommendation from the incident investigation was to use a chair for diapering.
- Good reminder to for ergonomic tips, including an excellent resource from WorkSafeBC on reducing the risk of Injury to child care workers:
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/reducing-risk-injury-child-care-centres/sleep-rest-time?lang=en>

Questions/Comments:

- Amy noted that OHSE had already conducted the formal incident investigation before she arrived, and she was made to feel that she was there as a formality, and that her comments were brushed off. The report was sent to the employee and supervisor but not to her, and it did not reflect what Amy had written in her notes. Amy raised concern about this approach and questioned whether this is a new approach going forward.
- Amy said no informal investigation was conducted, only the formal one, and she was surprised that OHSE had already taken pictures and gathered information but that information had not been provided to CUPE 951 in advance. Amy asked that step be taken in future, and that when OHSE is scheduling an incident investigation, they ensure a CUPE 951 representative is available to attend. Amy noted that she had been thrown off by the entire approach and questioned whether OHSE has changed its practice.
- Jaclyn noted that OHSE has 30 days to conduct the investigation so there should have been ample time to ensure a CUPE 951 representative was available, so she will look into this discrepancy. She also assured Amy that OHSE will do a better job to collaborate with CUPE 951 on scheduling and participating in the incident investigation. Jaclyn will look into the circumstances surrounding this particular investigation and report back at the next meeting.

5. New Business - none

6. Adjournment

The meeting adjourned at 11:46 am.

Next meeting: Thursday, October 12, 2023 at 11:30 a.m. (*via Zoom*)

